



MINUTES

April 11, 2007

8:30 a.m. – 10:30 a.m.

Missouri Department of Mental Health, Conference Room B

The meeting was called to order at 8:30 a.m. by Patrick Murphy.

Agenda Items

OA Personnel Update – Gary Fogelbach, OAPD

Mr. Fogelbach announced that the FY08 Pay Plan Hearing has been scheduled for 1:00 p.m., June 12, 2007, in room 492 at the Truman State Office Building. As of now, the proposed plan includes the following:

- A general structure adjustment of 3.3%
- A within-grade increase tied to PERforM results
- Miscellaneous “repositioning” requests considered
- Committee for State Employee Opportunity recommendation

Mr. Fogelbach also offered the following news on the PERforM System. The completion date target has moved from April 28 to the first week of May. “Active Directory” has been delayed since not all agencies have yet been converted into the system. Issues they continue to wrestle with:

- Limited computer access for raters/reviewers within certain agencies (Corrections, DMH)
- Agency employees who are supervised by employees of a different agency (i.e., ITSD) – they are considering manual data entry “work-around” plans
- Probationary Appraisals will not be required in PERforM system.
- Unclassified employees will have performance appraisals conducted in the PERforM System (including Designated Principal Assistants, but not necessarily Deputy Directors, Division Directors, etc.)

OA Personnel Update – Chester White, Director, OAPD

Mr. White joined the presentation on the status of PERforM. He shared that a courtesy meeting with union representatives was scheduled for April 12. It was his plan to let the unions know that the intention of the new appraisal system is all about management accountability and that from employees’ perspective, it should appear to be business as usual. Regarding the employees’ appeal process, they will have five days after the presentation of their supervisor’s

rating wherein they may file an appeal. All appeals must be resolved by March 31st. This process will be separate and will occur outside of the usual grievance process. The system is designed to show totals by agency of the numbers of employees whose rating have been completed and the percentage of ratings at each level within the rating ranges. These figures will be monitor closely by OA and each agency will be expected to check the status of their own ratings as we go through the process. Mr. White expects the Governor to issue his Executive Order regarding the new PERforM System by next week.

OA Accounting Update – Vandee DeVore, OA

Ms. DeVore announced that mandatory direct deposit for pay distribution will become effective January 1, 2008. OA Accounting is currently working on the needed rule change addressing direct deposit. For those who cannot or will not be able “to bank”, there is a plan under development to make “pay cards” (similar to debit cards) available for those employees. August-September is the target for finalizing the pay card option.

The “Stop Print” project will be piloted at OA. SHRMC membership was asked to review pay location structure within each individual agency to evaluate feasibility of implementation. Full state-wide roll-out target date remains unknown, depending on pilot results.

Ms. DeVore took the opportunity to recommend that each agency encourage payroll and benefits coordination staff to attend the annual training session offered by MOSERS which will be held September 25 at the Lake of the Ozarks. Many new processes and systems updates will be presented and it is most helpful to have good attendance to facilitate smooth transitions.

Next SHRMC Meeting: May 9, 2007, 8:30 a.m.

Location: Department of Mental Health, 1706 East Elm, Conference Room B

Meeting adjourned.